



City of Gulfport, Mississippi

Job Description

Deputy Court Clerk (PDCC)

Department: 213 – Police

EEO Category: Office & Clerical

Date Revised: 2.3.12

FLSA Status: Non-Exempt

Date Approved: 2 3 12

Position Overview

The Deputy Court Clerk is the first point of contact for the public upon entering the Police Department. The Deputy Court Clerk performs a wide variety of clerical and administrative support duties for the Gulfport Police Department by following established policies and procedures.

The Deputy Court Clerk provides exceptional customer service by answering inquiries and attending to citizens complaints.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Greets a high volume of citizens daily in a professional manor.
- Provide citizens with information and direction to departments.
- Provides exceptional customer service to the public.
- Answers and fulfills customer's request.
- Handles complaints from citizens and files the appropriate paperwork (ex: affidavits, warrants, reports).
- Enters all arrest and citations into RMS.
- Prepares paperwork for review by the City Municipal Court Judge for warrant issue.
- Ensures that affidavits are error free before forwarding to the proper division.
- Maintains an accurate and orderly warrant and affidavit file.
- Answers telephone calls, and directs to the proper division.
- Monitors the radio for officers needing assistance for checking warrants.
- Accepts cash bonds for persons arrested or paying fine or ticket.
- Accepts payment for fines issued by Animal Control Officer.
- Searches same-sex prisoners in custody for possible contraband.
- Assists officers with completing paperwork when processing an arrest (proper order, ensuring all paperwork is correct and turned in, make sure everything is signed).
- Clear understanding of general orders used by the department.
- Experience in signal and 10 dash codes used by the department

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to prioritize concerns and requests from Patrol Officers and the public.
- Ability to perform office and clerical skills.
- Excellent customer service skills.
- Must have strong verbal and written communication skills.
- Possesses strong reasoning ability.
- Ability to effectively multitask.
- Ability to operate multi-lined phones.
- Ability to operate an adding machine.
- Able to demonstrate a typing skill of 30 words per minute.
- Must possess basic computer proficiency including Microsoft Word and Excel.
- Available to work a rotating shift schedule that may include weekends and/or Holidays.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

Education and Experience

High school graduate, plus one (1) year of general clerical or business experience. Completion of twenty (20) semester hours of college or an Associate Degree may substitute for one (1) year of the required experience. Other combinations of experience and education that meet the minimum requirements may be substituted.

Licenses or Certificates

A valid Mississippi Driver's License.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.